



## Design and Construction of a New Refurbished Building

- Introduction
- Definitions
- Roles and Responsibilities
- Procedure
- Review
- References

### Introduction

This procedure outlines the requirements for the management of health and safety in relation to the design and construction of new and refurbished building owned or leased by the University of South Australia. The intention is to minimise risks of health and safety to stakeholders that participate in or are affected by contractors engaged in the carrying out of works on behalf of the University.

### Definitions

Contractor a person or organisation engaged to carry out work for the University in a contract for service arrangement.

Contract Supervisor is the Line Manager or person nominated by the Line Manager to administer the contract.

### Roles and Responsibilities

Line Managers are responsible for:

- implementing this procedure in their area of responsibility and accountability
- ensuring employees are made aware of construction and or refurbishment activities being conducted on selected premises.
- management of contractors in relation to site specific hazards and ensuring contractors proposed work methods do not place University employees at risk
- advising the relevant Line Manager when the work will be conducted in the workplace of another Line Manager

University employees are responsible for:

- completing an Incident Report for any / all activities including near misses
- providing internal or external contractors with information that allows healthy and safe work practices.

Contract Supervisors are responsible for:

- implementing this procedure in their area of responsibility and accountability
- ensuring the induction of the contractor or the contractor's nominated representative in accordance with the OHSW Procedure – [OHSW Induction](#)
- management of contractors in relation to site specific hazards and ensuring contractors proposed work methods do not place University employees at risk
- advising the relevant Line Manager when the work will be conducted in the workplace of another Line Manager.

Contractors are responsible for:

- not placing themselves or others at risk of injury
- working in accordance with relevant University OHSW procedures
- providing OHSW information to the University that is relevant to the contract when requested
- developing site-specific procedures relevant to site hazards and work activities at the site

### Procedure

The most efficient and effective way to achieve this standard is to eliminate hazards at the stage of design and construction, as required under Section 23(a) of the Occupational Health, Safety & Welfare Act (1986). Schedules 1 and 2 of the Occupational Health, Safety & Welfare



Regulations (2010) shall also be used as a reference for the design and construction of new and refurbished buildings.

The University has therefore endorsed procedures that all relevant legislation, regulations, codes of practice and Australian Standards will be used as a minimum standard for any new building or refurbishment at the University.

Where outside firms are contracted to design and/or construct buildings for the University they will also be required to achieve this standard.

The Contract Supervisor shall ensure that relevant legislative requirements are accomplished. These requirements include consultation with key stakeholders of a project as required. The Facilities Management Unit's Consultation Strategy Framework will form the basis of communication between relevant parties affected by the design and construction of new and refurbished buildings. OHSW&IM Services will also be invited to participate during the consultation process as required.

The Line Manager shall advise their staff on all construction and refurbishment projects that may affect the health and safety of employees working on the premises.

Line Managers are advised that any person who may require assistance in understanding any aspect of this procedure, particularly for language and literacy reasons, may be referred to the Facilities Management Unit and or Occupational Health Safety Welfare & Injury Management Services.

#### **Review**

This procedure will be reviewed annually, in consultation with Facilities Management Unit and OHSW & IM Services as deemed appropriate.

#### **References**

[OHSW Procedure – Consultation/OHSW Committees](#)  
[Occupational Health Safety and Welfare Act 1986, Section 23a](#)  
[Occupational Health, Safety & Welfare Regulations, 2010](#)  
[Managing Contractors OHSW Procedure](#)  
Consultation Strategy Framework